



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

COMNAVRESFORCOMINST 6100.1
N002

FEB 22 2006

COMNAVRESFORCOM INSTRUCTION 6100.1

From: Commander, Navy Reserve Forces Command

Subj: PHYSICAL READINESS AND WEIGHT CONTROL

Ref: (a) OPNAVINST 6110.1H
(b) BUPERINST 1610.10
(c) NAVPERS 15602
(d) NAVSUP Publication 486

Encl: (1) PRT Letter of Recognition

1. Purpose. To provide command policy and guidance for implementing the Navy's Physical Readiness Program per references (a) through (d). Enclosure (1) is provided for administrative use. This instruction establishes local command policy and should be reviewed in its entirety.

2. Policy

a. Physical fitness is a crucial element of mission performance and must be a part of every Sailor's life. Mission readiness and operational effectiveness are built on the physical fitness of the individual; therefore, all Sailors attached to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) shall maintain personal physical fitness by regular exercise and proper nutrition.

b. Upon completing the semiannual Physical Fitness Assessment (PFA), the following incentives will apply:

(1) Receiving an overall outstanding: COMNAVRESFORCOM 6110/1, Certificate Outstanding Performance, will be awarded.

(2) Receiving the highest score in the command: The winner will receive a plaque with their name engraved with Physical Readiness Test (PRT) results.

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c. All departments will integrate physical readiness activities during standard work hours for each workweek while meeting mission and operational requirements. Physical readiness activities shall include three to five sessions per week devoted to moderate and moderately high intensity physical conditioning.

d. A COMNAVRESFORCOM Assistant Command Fitness Leader (ACFL) that has been assigned to each department will conduct a minimum of one group physical readiness session per week for their designated department. This is a mandatory session. An official muster will be taken and all absences reported to the Chief of Staff and the Command Master Chief.

e. Physical Fitness Assessment (PFA) includes the Physical Activity Risk Factor Screening Questionnaire (PARFQ), Body Composition Assessment (BCA), and PRT. All COMNAVRESFORCOM members, regardless of age, shall participate in semiannual PFAs unless medically waived.

f. Members must have a current, documented physical examination and medical clearance to participate in PRT, Fitness Enhancement Program (FEP), or command-supervised PT. Additionally, members who fail BCA for the first time in most recent 4 years shall be referred to medical before participating in PRT, FEP, and PT.

g. Age-adjusted maximum allowable Navy body fat percentages are:

	Age (years)	
	17-39	40-40+
Male	22%	23%
Female	33%	34%

h. For personnel who score an overall "Outstanding" or "Excellent" on the PRT, with no single event scored below "good", the Chief of Staff may waive BCA criteria up to the Department of Defense (DoD) maximum standard of 26 percent (males) and 36 percent (females). Members must present

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a professional, military appearance to be eligible for consideration. Recommendations for consideration will be made by the Deputy Chief of Staff (DCOS) and forwarded to the Chief of Staff.

3. Responsibilities

a. Chief of Staff will

(1) Appoint a Command Fitness Leader (CFL) who meets the requirements listed in reference (a) to carry out their duties.

(2) Appoint Assistant CFLs (ACFL) in writing.

(3) Recognize members who demonstrate outstanding or excellent performance on the PRT, or who make significant improvements.

(4) Per reference (a), ensure proper entries are made regarding PRT results in officer fitness reports and enlisted evaluation reports.

b. CFL will

(1) Become thoroughly familiar with components of this instruction and advise the chain of command on all Physical Readiness Program matters.

(2) Obtain and maintain current CPR certification.

(3) Complete COMNAVPERSCOM-approved CFL training course as soon as possible upon assignment as CFL.

(4) Use Physical Readiness Information Management System (PRIMS) to manage data on command members and ensure PFAs are completely entered within 30 days. Ensure FEP is managed appropriately within PRIMs.

(5) Per reference (a), schedule and announce PFA. Facility requirements should be coordinated with the appropriate base, county, or city recreation services and requested in advance to minimize effect on recreation programs.

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(6) Follow all testing, measuring requirements, and safety precautions.

(7) Instruct ACFLs to conduct PRT, BCA, and FEP. Obtain CPR training for members who assist with PRT and FEP.

(8) Report any injuries related to the Physical Readiness Program to the Command Safety Officer and Chief of Staff.

(9) Obtain and maintain updated physical readiness resources for use by command personnel.

(10) Closely monitor members who have completed "Shipshape" and provide assistance in weight management follow-up activities.

(11) Confer with the Chief of Staff and Command Master Chief at least quarterly to discuss current and impending referrals for Shipshape, progress of personnel in FEP and weight management follow-up activities, and other items of mutual concern.

(12) Confer with the Chief of Staff and Command Master Chief at least quarterly to discuss current and impending referrals for BUMED-approved weight management programs, the progress of personnel in the FEP, and weight management follow-up programs, and other items of mutual concern.

(13) Ensure each member completes PARFQ and provides signed copy for review and command records.

(14) Provide the Chief of Staff and Command Master Chief with results of each PFA.

(15) Maintain a member's risk factor screening/physical readiness test results for current year and past three calendar years.

(16) Provide a list of personnel that received Page 13's to COMNAVRESFORCOM (N01A) for all enlisted PFA failures. Reference (a) shall be used for this purpose.

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(17) Provide the chief petty officer's mess a list of personnel who failed to appear for the BCA and or PFA to process for a Discipline Review Board (DRB). If the person is an E7 or above or an officer, they will be referred to the Command Master Chief or Chief of Staff for disciplinary action.

(18) Conduct height/weight measurements and BCA (if required) within 10 days of reporting on all newly reported personnel. Members who meet or exceed BCA standards will be enrolled in FEP.

(19) Ensure that COMNAVRESFORCOM (N01A) forward all page 13's to COMNAVPERSCOM (PERS-312C) for enlisted, the third letter of notification to PERS-4834 for officers, and include a copy of the fitness report.

(20) Conduct regular training for the crew on weight control, physical readiness, and nutrition.

c. ACFLs will

(1) Become thoroughly familiar with components of this instruction and advise the chain of command on all Physical Readiness Program matters.

(2) Obtain and maintain current CPR certification.

(3) Complete COMNAVPERSCOM-approved CFL training course as soon as possible upon assignment as CFL.

(4) Use Physical Readiness Information Management System (PRIMS) to manage data on command members and ensure PFAs are completely entered within 30 days. Ensure FEP is managed appropriately within PRIMs.

(5) Follow all testing, measuring requirements, and safety precautions.

(6) Report any injuries related to the Physical Readiness Program to the Command Safety Officer and Chief of Staff.

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(7) Obtain and maintain updated physical readiness resources for use by command personnel.

(9) Closely monitor members who have completed "Shipshape" and provide assistance in weight management follow-up activities.

(10) Ensure each member completes PARFQ and provides signed copy for review and command records.

d. DCOSs/Department Heads will

(1) Provide leadership by example to encourage increased levels of physical training, and an increased awareness of good health and nutrition.

(2) Ensure that all levels of command are aware of members requiring physical conditioning training and/or weight control.

(3) Make all efforts to allow members time to participate in the required group physical readiness sessions. Ensure the reasons for being absent are reported to the CFL.

(4) Ensure proper entries are made regarding PFA results on all Fitness and Evaluation Reports per reference (b).

e. Individual Service Members shall

(1) Maintain a lifestyle that promotes optimal health and physical readiness. Develop a regular, year-round, fitness program of aerobic, flexibility, muscular strength, and endurance exercises. Physical conditioning sessions should be at least 60 minutes in length to allow for proper warm-up and cool-down, and consist of at least 30-45 minutes of continuous aerobic activity (increased from 20-30 minutes).

(2) Answer PARFQ completely and truthfully.

(3) Report for fitness testing with a level of fitness that ensures safe participation.

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(4) Report injuries of illnesses that may put them at risk of injury during the PRT, FEP, or individual physical conditioning.

(5) Participate in the PFA and FEP unless medically waived.

(6) Maintain a prudent diet on a daily basis. Refer to reference (c).

(7) For service members who are unable to participate in the PFA due to medical conditions, provide medical waivers to the CFL.

(8) Report to the CFL/ACFL for height/weight measurement and BCA (if required) upon reporting for duty.


4. Reports and Forms. The following reports and forms remain in effect for a period of 3 years from issue date of this instruction:

a. Reports

(1) Report Control Symbol NAVPERSCOM 6110-2, Command Physical Readiness Test Summary has been assigned to the reporting requirements of this instruction.

(2) Report Control Symbol NAVPERSCOM 6110-3, Risk Factor/ Screening Physical Readiness Test Results, contained in this instruction.

b. Forms. NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, NAVPERS 1610/2 (7-95), Fitness Report and Counseling Record (E7-06), NAVPERS 1616/26 (7-95), Evaluation Report and Counseling Record (E1-E6) can be obtained on line at <http://forms.daps.dla.mil/order/>.


W. S. BEKER
Chief of Staff

Distribution: (See next oage)

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Distribution:

Electronic only via COMNAVRESFOR Web site

<http://navyreserve.navy.mil>

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PRT LETTER OF RECOGNITION

6110
Ser N01/

From: Commander, Navy Reserve Forces Command
To: (Rank, Full Name)

Subj: OUTSTANDING/EXCELLENT PHYSICAL FITNESS ASSESSMENT

1. Your "Outstanding/Excellent performance" on the most recent Navy Physical Fitness Assessment (PFA) deserves special recognition. You are awarded 24 hours of Special Liberty as a result of your hard work and dedication. This accomplishment demonstrates your commitment to excellence while meeting the challenge of the Navy's Health and Physical Readiness Program.

2. I extend my personal congratulations for this noteworthy achievement and have every confidence that you will continue to strive for excellence by setting the standard for all COMNAVRESFORCOM staff members.

Chief of Staff

Enclosure (1)